

CHAPTER: IV <b>APPLICATION</b>	SECTION: 5 <b>ASSESSMENT</b>	COMAR: <b>07.03.03.04</b>
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## **REQUIREMENTS**

- A. During the application interview, the Family Investment case manager assesses the family's needs and applicant's employability
- B. If the applicant is not needy and is not financially responsible for the children, limit the assessment to the needs of the children and the resources available
- C. For all other applicants, the assessment includes:
  1. The reason for applying or continuing to rely on assistance
    - Other solutions
    - Family needs
  2. Educational level, job skills, job readiness, and areas of interest
    - Appropriate work programs
    - Jobs which can be pursued now
    - Available options if disabled
  3. Available personal and family resources
    - Support to retain, achieve, and maintain independence
  4. Availability of potential resources, such as
    - Unemployment insurance
    - Supplemental Security Income (SSI)
    - Social Security Benefits
  5. History of family violence
    - How to protect and help the family
    - The effect on achieving independence
    - Waiving particular program requirements
  6. History of substance abuse
    - Needed treatment
    - The effect on employability
- D. Each local department developed an assessment guide

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- E. The case manager updates the assessment at each redetermination
- F. Based on the assessment, the case manager:
  - 1. Evaluates the services and resources needed for the family to achieve independence
  - 2. Helps the applicant develop an independence plan
  - 3. Draws up an agreement with the applicant to define the independence plan implementation steps

#### **ADDITIONAL INFORMATION**

- Application/ Interview/Role of Case Manager
- Application/ Agreement
- Application – Substance Abuse
- Application – Family Violence

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